



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY BAND SUPPORT

NOTE: PLEASE ALLOW SIX WEEKS PRIOR TO THE DATE OF EVENT FOR PROCESSING

Please provide the information below in a timely, accurate, and complete manner. The Fort Campbell Staff Judge Advocate's (SJA) Office carefully reviews each written request for Fort Campbell military support to make sure each request is legally sufficient to support. The information below provides our military attorneys with the information required to review your request. Hopefully, our office will be able to assist you with your special event, but please remember that Fort Campbell and 101st Airborne's mission and training requirements always take precedence over providing military support to local community relations events.

SECTION A: GENERAL INFORMATION

(NOTE: Each question 1-11 below must be answered to properly evaluate your military support request for compliance with current military regulations).

1. Title of Event: _____
 - a. Town or City: _____
 - b. Date of Event: MM/DD/YYYY _____
 - c. Time (from) _____ (to) _____
 - d. Place: (airport, convention hall, street address, etc.): _____
 - e. Event website: _____
 - f. Theme of the event: _____
 - g. Purpose of the event: _____
 - h. Will the event have any political implications, purpose, or relationship? Yes ☐ No ☐ If yes, please explain: _____
 - i. Is this event a membership drive? Yes ☐ No ☐
 - j. Expected attendance numbers: _____
2. Has the event sponsor contacted other military units or installations requesting support for the event?
 - a. Yes ☐ No ☐ If yes, please explain: _____
3. Sponsoring Organization is: (Check One): ☐ Fraternal ☐ Educational ☐ Civic ☐ Commercial Enterprise ☐ Federal Government Organization ☐ State/Local Government Organization ☐ Charitable Organization ☐ Non-Profit Organization ☐ Other (Specify) _____

4. Does the local government support this event?
 - a. Yes ☐ No ☐ If yes, please explain: _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY BAND SUPPORT

SECTION A: GENERAL INFORMATION (Continued)

5. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color, or national origin?
Yes ☐ No ☐ (If yes, please explain): _____
6. Sponsor's representative authorized to complete arrangements for Armed Forces participation (Your primary event point of contact):
a. Name: _____
b. Mailing Address: _____
c. City: _____ State: _____ Zip: _____
d. Email Address: _____
e. Phone: Numbers: (Office) _____ (Cell/Home) _____
7. Is the event being used to promote funds or raise funds (cash or other) for any purpose?
Yes ☐ No ☐ If yes, what will the funds be used for? _____
8. Is there an admission cost for the event? Yes ☐ No ☐ If yes, will the admission cost be used to only defray the costs of the event? Yes ☐ No ☐ If no, please explain _____
9. Will admission, seating and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, or national origin?
Yes ☐ No ☐ If no, please explain. _____
10. How many miles (one way) is your event location from Fort Campbell? _____ miles.
If the one-way distance from Fort Campbell to the event site exceeds 75 miles, the event sponsor **may be** required to fund the costs of commercial van transportation, overnight lodging, and meals for the participating honor guard Soldiers. The commercial transportation must be at least a commercial bus (if the marching band is requested) and/or commercial vans with a large storage area for the band instruments and equipment. Does the one-way distance from Fort Campbell to the event site exceed 75 miles? Yes ☐ No ☐ If yes, can the event sponsor fund these costs additional costs (if required)?
Yes ☐ No ☐
11. Funding for military costs (if required):
a. Does the sponsor agree to fund the standard military services allowance for meals, quarters, and incidental expenses for all Armed Forces participants?
Yes ☐ No ☐ Please explain. _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY BAND SUPPORT

SECTION A: GENERAL INFORMATION (Continued)

- b. Does the sponsor agree to fund Armed Forces participants' transportation, meals, and hotel accommodations to visit the site prior to the event (if required)?

Yes ☐ No ☐ Please explain. _____

- c. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?

Yes ☐ No ☐ Please explain. _____

SECTION B: ADMINISTRATIVE INFORMATION

1. Please specify which musical unit you are requesting:

Marching Band ☐ Jazz Band ☐ Jazz Combo ☐ Show Band (Variety, Pop, Top 40, Country) ☐
Dixieland Band ☐ Brass or Woodwind Quintet ☐ Concert Band ☐ Barber Shop Quartet ☐

2. Please describe the type of music you are asking the band to perform: _____

3. What is the intended use of the services (featured band presentation {ok}, background music for entire event (not authorized)? _____

4. Is the event an outdoor concert? Yes ☐ No ☐

a. If so, is there an outdoor band shell or bandstand? Yes ☐ No ☐

5. Type of electrical current available: 110 volts ☐ 220 volts ☐ _____ amps

6. Current U.S. Army regulations place various restrictions on military band support for civilian events. Please read each paragraph below carefully. After your review, please initial next to each paragraph indicating you understand and agree to comply with the restrictions/requirements listed.

a. Please explain the purpose of the event: _____

b. Please explain the mission of the sponsoring organization. _____

c. Please include organizational website if available and different from event website asked above.



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY BAND SUPPORT

SECTION B: ADMINISTRATIVE INFORMATION (Continued)

- d. INITIAL I understand Army musicians are prohibited from providing background, dinner or dance music at luncheons, dinners, receptions or dances when held in the public or private domain and sponsored and attended by other than military personnel and their guests (*Paragraph 7-3, Army Regulation 360-1, The Army Public Affairs Program*).
- e. INITIAL Are you asking the band to perform music during a luncheon, dinner, reception or dance?
Yes ☐ No ☐ Please specifically describe what you want the band to do for you special event:

- f. INITIAL Military bands may support civilian social, civic, and cultural events; the music is limited to patriotic or military programs as opposed to pure entertainment (*Paragraph 7-2, Army Regulation 360-1, The Army Public Affairs Program*). **NOTE:** "Patriotic" music includes a wide variety of popular music that celebrates American culture and society. Such music can include contemporary music in good taste that demonstrates the cultural diversity of America.
7. Is your event a banquet, carnival, festival, beauty contest or motion picture opening or presentation?
Yes ☐ No ☐ If yes, please explain: _____
- a. INITIAL Military bands may not support an event if the support would selectively benefit any person, group or corporations (*Paragraph 3-2, Army Regulation 360-1, The Army Public Affairs Program*).
- b. INITIAL An event sponsor may not charge a fee for a military band's performance. Any charge for food or beverage must be optional allowing the listener to hear the band's performance without costs (*Paragraph 3-2, Army Regulation 360-1, The Army Public Affairs Program*).
- c. INITIAL I understand my organization may not charge a fee to patrons who want to listen to military band performance.
- d. INITIAL The event must be of a community-wide, nonsectarian nature of common interest and benefit, and broadly publicized (*Paragraph 3-1, Army Regulation 360-1, The Army Public Affairs Program*).
8. Will admission, seating, and all other accommodations and facilities connected with the event available to all persons without regard to race, creed, color, or national origin? Yes ☐ No ☐ If no, please explain why. _____



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY BAND SUPPORT

SECTION B: ADMINISTRATIVE INFORMATION (Continued)

9. Will there be media coverage? Yes ☐ No ☐ If so, please explain what type: _____
10. If any advertisement mentions Army participation, will we be provided with an advanced copy?
Yes ☐ No ☐ If not, please explain. _____
11. INITIAL Due to safety and health considerations and possible damage to musical instruments, band members do not perform outdoor concerts in inclement weather (i.e., rain, snow, high winds, thunderstorms, etc.). It is the event sponsor's responsibility to develop an inclement weather plan. In addition, the sponsor must discuss this inclement weather plan with the band operations noncommissioned officer prior to the event with the understanding that the band may cancel support if the plan is deemed unacceptable (*Paragraph 2-12, Army Regulation 220-90, Army Bands*).
12. INITIAL If the event is a parade, current protocol requires active duty U.S. Army bands to march directly behind the lead honor guard. Therefore, the band must be the second unit in the order of march. Does the event sponsor agree to support this requirement? Yes ☐ No ☐
13. INITIAL Although Fort Campbell rarely cancels band support for local events once written approval is granted, I understand band support may be cancelled if a last-minute on post (Fort Campbell) mission, deployment or training requirement occurs.
14. INITIAL I understand if band support is approved, I am required to assign one member of my event staff to meet the band when they arrive at the event location and the event representative will remain with the band members until they depart the event site to return to Fort Campbell. This person (parade official) is responsible for escorting the band to the designated dressing rooms (as required), the staging area, the parade start and end locations and to the location the meal is being served (if required). Again, this assigned event sponsor designated point of contact must have no other duties except to meet the band upon their arrival and to remain with the band throughout the entire time the band is at the event location.



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR FORT CAMPBELL MILITARY BAND SUPPORT

SECTION C: CERTIFICATION

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

(PRINTED NAME OF THE EVENT SPONSOR)

(SIGNATURE OF EVENT SPONSOR)

(DATE SIGNED)

PLEASE EMAIL COMPLETED FORMS TO:

denise.a.shelton.civ@mail.mil

lindell.s.pleasant.mil@mail.mil

edward.warnock.mil@mail.mil

OR

MAILING ADDRESS

Public Affairs Office
Attn: Community Relations Officer
2574 23rd Street
Fort Campbell, Kentucky 42223

OR

FACSIMILE

(270) 798-6247

QUESTIONS

(270) 461-1277

This packet was updated on 11 September 2012.